

A RESOLUTION BY

FINANCE /EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A CONTRACTUAL AGREEMENT WITH IRON MOUNTAIN TO PROVIDE FOR THE REMOVAL OF ALL RECORDS FROM CITY HALL EAST AND TO STORE THE CITY'S RECORDS IN ACCORDANCE WITH THE VARIOUS APPROVED RETENTION SCHEDULES; SAID EXPENES ASSOCIATED WITH THIS CONTRACT SHALL BE CHARGED TO 1001 (General Fund) 200313 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000; AND FOR OTHER PURPOSES.

WHEREAS, Article XIV, RECORDS MANAGEMENT establishes a Records Management Administrative Committee to oversee records management for all types of records required to be stored by the City; and

WHEREAS, The committee is made up of representatives of the Municipal Clerk, Executive Office, Finance Department, Law Department and Department of Information Technology and is chaired by the Finance Department; and

WHEREAS, the City of Atlanta (the "City") did solicit from qualified firms proposals for FC-6006007948, the Outsourcing of Records Management for the City of Atlanta, on behalf of the Department of Finance, to assist the City with Removal and Storage of City records currently maintained at City Hall East; and

WHEREAS, in accordance with the guidelines contained in the Procurement Code, the bid for FC-6006007948 was properly awarded to Iron Mountain; and

WHEREAS, the Records Management Administrative Committee, established by Article XIV, RECORDS MANAGEMENT, has voted to move forward with a recommendation of Iron Mountain.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or her designee be and is hereby authorized to enter into an Agreement with Iron Mountain, to provide for the Removal of all records from City Hall East and to store the City's records in accordance with the various retention schedules.

BE IT FURTHER RESOLVED, that the financial impact of any such agreement shall not exceed \$150,000 as included in the FY 2009 General Fund Budget; and

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and hereby is directed to prepare said Contract for execution by the Mayor, to be approved as to form by the City Attorney.

BE IT FURTHER RESOLVED, that all services for said contract shall not become binding on the City of Atlanta, and the City of Atlanta shall incur no liability or obligation as to said Contract until the same has been signed by the Mayor and delivered to the contracting party.

BE IT FURTHER RESOLVED, that funds made available for payment in connection with services of said contracted work shall be deposited into 1001 (General Fund) 200313 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN AGREEMENT WITH IRON MOUNTAIN TO PROVIDE FOR THE REMOVAL OF ALL RECORDS FROM CITY HALL EAST AND TO STORE THE CITY'S RECORDS IN ACCORDANCE WITH THE VARIOUS APPROVED RETENTION SCHEDULES.

Council Meeting Date: October 28-29, 2008

Requesting Dept.: Department of Finance

FAC Confirmed by: Ray Zies

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

With the sale of City Hall East, the City will no longer have an in-house facility to maintain and store records for the city. The purpose of this legislation is to authorize the Mayor or her designee to negotiate a contract with Iron Mountain for the removal of all records from City hall East and to store the City's records in accordance with the various approved retention schedules.

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

Article XIV, RECORDS MANAGEMENT establishes a Records Management Administrative Committee to oversee records management for all types of records required to be stored by the City. This committee is made up of representatives of the Municipal Clerk, Executive Office, Finance Department, Law Department and Department of Information Technology and is chaired by the Finance Department. This committee, through the Finance Department, issued an RFP, FC-6006007948 for the outsourcing of records management for the City of Atlanta.

After an extensive review the Records Management Administrative Committee voted to move forward with a recommendation of Iron Mountain.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:**
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:**

4. Fund Account Center (Ex. Name and number): 1001 (General Fund) 200313 (NDP Records Management) 5212001 (Consultant/Professional Services) 000000 00000 0000 000000000 00000000

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: Example: Local Assistance Grant

6. Fiscal Impact: \$ 150,000 (included in the FY 2009 General Fund Budget)

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery:

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Ray Zies

**Department of Procurement
Legislative Summary**

Committee of Purview:
Finance/Executive

Caption:

Council Meeting Date: November 3, 2008

Legislation Title: Contract Agreement between Iron Mountain and the City FC-6006007948

Requesting Dept.: Department of Finance

Contract Type: Records Storage and Management

Source Selection: RFP

Bids/Proposals Due: February 21, 2007

**Number of Bids/
Proposals Received:** Three (3)

Bidders/Proponents:

- 1) **Iron Mountain**
- 2) Recall
- 3) GRM Information Management Services.

Justification Statement: Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is Iron Mountain.

Background: Will provide the City with a qualified firm to provide records storage management for Municipal Records Center, which includes storage of historical and inactive municipal records.

Fund Account Center: 1001 (General Fund) 200313 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000; and for other purposes.

Source of Funds: N/A

Fiscal Impact: One Hundred Fifty Thousand Dollars and No Cents (\$150,000.00)

Term of Contract: Ten (10) years with two (2) five (5) year renewal options at the sole discretion of the City.

Approvals:

DOF: YES
DOL: YES

Prepared by: Elsa D. Castro
Contact Number: X6426



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

DEPARTMENT OF FINANCE
68 MITCHELL STREET, S. W., SUITE 11100
ATLANTA, GEORGIA 30335-0312
VOICE (404) 330-6430 FAX (404) 658-8667

E RAY ZIES
ACTING CHIEF FINANCIAL OFFICER

To: Adam Smith
Chief Procurement Officer

From: Ray Zies *Ray Zies*
Acting Chief Financial Officer

Date: July 22, 2008

Subject: Records Storage & Management

The Records Administration Committee met in a Special Called Meeting on July 10, 2008 and formally voted to move ahead with the proposal from Iron Mountain for Records Storage & Management.

Cc: Elsa Castro, Procurement
Malcolm William, Records Manager, Senior

The Department of Finance...because customer service is important to us



CITY OF ATLANTA

Shirley Franklin
Mayor

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55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC# 6006007948, Records Storage and Management (RFP)

DATE: March 29, 2007

The Office of Contract Compliance has evaluated three (3) Proposals for minority and female business enterprise participation. All proponents are eligible under Section 2-1449(a) (2) (C) but only two (2) of them has been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

GRM Information Management Services		(15 pts)
ASAP Staffing Company	FBE	23%
Happy Faces Personnel Group, Inc.	AABE	29%
Total Participation		52%

Iron Mountain Information Management Services		(15 pts)
Staffing Resources, Inc.	FBE	4%
Heritage TKG, Inc.	ABE	40%
Nu Concept Courier, Inc.	AABE	16%
Total Participation		60%

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DEPT. OF PROCUREMENT
CITY OF ATLANTA

Page 2
Adam L. Smith
March 29, 2007

Recall	(0 pts)
Total Participation	0%
Non-Responsive	

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Elsa D. Castro, DOP

CITY OF ATLANTA
DEPT. OF PROCUREMENT

SIGN-IN SHEET FOR PROPOSAL CONFERENCE OPENING

ELSA CASTRO
CONTRACTING OFFICER

2007 FEB 21 PM 1:59
PROJECT TITLE: RECORDS STORAGE AND MANAGEMENT (RFP)
FC-6006007948

DATE: FEBRUARY 21, 2007
TOTAL NUMBER OF PROPONENTS:

[illegible]

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: (404) 330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: 10/15/2008

Anticipated Committee Meeting Date(s): Oct. 29, 2008

Anticipated Full Council Date: Nov. 3, 2008

Legislative Counsel's Signature: Jack Tilson

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A CONTRACTUAL AGREEMENT WITH IRON MOUNTAIN TO PROVIDE FOR THE REMOVAL OF ALL RECORDS FROM CITY HALL EAST AND TO STORE THE CITY'S RECORDS IN ACCORDANCE WITH THE VARIOUS APPROVED RETENTION SCHEDULES; SAID EXPENES ASSOCIATED WITH THIS CONTRACT SHALL BE CHARGED TO 1001 (General Fund) 200313 (NDP Records Management) 5212001 (Consultant/Professional Services) 1580000; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any):

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____

(date)

Received by Mayor's Office: 10.17.08 Reviewed by: [Signature]

(date)

(date)

Submitted to Council: _____

(date)